

Quotation Request //

US Government Publishing Office

Northeast Region
infnortheast@gpo.gov
Washington DC 20401-0000

JACKET:740-683

Quotations are Due By:
(Eastern Time)1:00 PM on 02/27/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: #10 White Window Business Envelopes

QUANTITY: 7000 - Total

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to kbrown2@gpo.gov.

TRIM SIZE: 4-1/8" x 9-1/2"

SCHEDULE:

Furnished Material will be available for pickup by 03/01/2023

Deliver complete (to arrive at destination) by 03/20/2023

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: OASAM-PHI-GPOREQUESTS@DOL.GOV and cc kbrown2@gpo.gov.

The subject line of this message shall be Distribution Notice for Jacket 740-683/Title//Requisition Number. The notice must provide all applicable tracking numbers, and shipping method. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY LEVEL: 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Product: #10 Window Envelope- Peel N Seal

Typesetting required.

Contractor to match typeface, weight, size and style as furnished visuals.

Prints return address in Black.

Address consists of 9 type lines and 1 rule

Standard Window size 1-1/8" x 4-1/2". Location 7/8 from left, 1/2 from bottom.

Cover window with clear polystyrene of equivalent material.

Window must be firmly glued with no loose edges

Construction: diagonal seam, Peel n seal

MATERIAL FURNISHED: Contractor to pickup at GPO. PDF Proof

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Northeast Regional office prior to further performance. Email kbrown2@gpo.gov

All expense incidental to picking up and returning materials and furnishing samples must be borne by the contractor. See GPO Contract Terms.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

JCP Code* V20, Writing Envelope; White, Basis Size 17 X 22" Basis Weight 24 lb

COLOR OF INK:

Black

MARGINS: Follow Copy Sample.

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Contractor must email OASAM-PHI-GPOREQUESTS@dol.gov and copy kbrown2@gpo.gov

Proofs will be held not more than 2 days

The contractor must not print prior to receipt of OK to print

PACKING:

Shrink Wrap in sets of 25.

Box in 500's

Pack in shipping containers not to exceed 40 pounds.

Contractor to download the "Labeling and Marking Specifications form" (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers

Box Suitable Pack 500 per shipping container.

DISTRIBUTION:

PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY

****INSIDE DELIVERY REQUIRED****

Deliver to:

US DEPARTMENT OF LABOR/BLS

1835 MARKET STREET

Suite 1946

PHILADELPHIA, PA 19103-2968

ATTN: Attention: Francesca Lewis. 215-861-5062

REF: Jkt 740-683 // 3-00009

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

SPECIFIED STANDARD

P-7. Type Quality and Uniformity

Approved Proofs

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial,

financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=740683>